



DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
103 THIRD AVENUE
FORT LESLEY J. MCNAIR, DC 20319-5058

REPLY TO
ATTENTION OF

ANCG (350)

7 April 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Statement on Sergeant's Time --
Policy Memorandum #22

1. Effective immediately, this memorandum establishes the policy and procedures for Sergeant's Time:

a. Intent. Sergeant's Time is a program to enhance the U.S. Army Military District of Washington's (MDW) readiness and proficiency of our first line noncommissioned officer (NCO) leaders. All MDW units and staff sections will dedicate at least 16 hours a month. First line NCO supervisors will train individual and small unit METL-related tasks. The desired end-state is that all NCOs are involved in planning and executing Sergeant's Time training without distractions.

b. General. Sergeant's Time is dedicated exclusively for small unit leaders, normally NCOs, to train their soldiers on METL related individual tasks and small unit collective tasks. This training must complement each unit's overall METL training strategy. First line supervisors will prepare and execute this training. However, as in all other Army training, the commander must be actively involved to ensure this critical training is planned, resourced, and conducted in accordance with FM 25-101. The Command Sergeants Major (CSM) must approve any battalion or company request to cancel Sergeant's Time training. The CSMs will brief Sergeant's Time training at Quarterly Training Briefings and Installation Management Action Plans.

c. Frequency. All MDW units and staff sections in garrison will observe Sergeant's Time training. Training will be conducted each Tuesday or at the garrison commander's discretion to reduce potential training distractions from 0630 PT formation to 1300. Commanders may schedule Sergeant's Time for a longer period. Installation commanders, with their CSMs, will determine which alternate day of the week is set-aside for this training; this will be based on mission requirements.

d. Planning. Sergeant's Time is prime-time training and developed IAW FM 25-100/101. It requires detailed planning and preparation. To plan training consider the following:

(1) Sergeant's Time should be included as an agenda item in unit weekly training meetings.

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(2) Decentralized planning is not appropriate for critical training.

(3) Ensure soldier success. Plan training to maintain the proficiency of soldiers attending NCO enhancing schools and those working in positions not utilizing individual and small unit METL-related tasks.

e. Preparation. The chain of command and staff must complete detailed preparations to ensure proper execution of Sergeant's Time training. Unit commanders must ensure that coordination and reconnaissance occur to support the training. Sergeant's Time training should be rehearsed when appropriate.

f. Execution. Sergeant's Time will begin with small unit, leader-led physical training. The goal is to have 100 percent of the present-for-duty strength attend Sergeant's Time training. Special duty soldiers will return to their unit for Sergeant's Time, if or when possible. Upon completion of the training, leaders will conduct AARs to determine which tasks require retraining. Supervisors will conduct AARs with the trainers to gain feedback on performance.

g. Sergeant's Time training is sergeant's business; however, officers must be involved. Officers must provide resources, supervise, evaluate, and in some cases assist in the execution of training involved in Sergeant's Time. I hold the CSMS responsible for the implementation of this program.

h. Civilian Leaders Participation. Some of our soldiers are under the accountability and responsibility of some of our great civilians in MDW. To maintain the Army values and proficiency, each soldier should have a sergeant as well. The assigned civilian leader and sergeant should work together to develop subjects to train for Sergeant's Time. When developing a training schedule for Sergeant's Time, the leader must do an assessment of all assigned soldiers they want to train. The soldier's leaders will then make another assessment of their subordinate's future, such as what common skills the soldier needs for his/her career enhancement, i.e., will the soldier be attending any NCO enhancement schools, PCSing, and/or tasking for overseas, etc. After the assessments, all leaders will have a better perspective of their soldier's needs for Sergeant's Time.

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2. The proponent for this policy memorandum is the MDW CSM at
(202) 685-2393, DSN 325.



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